

Memorandum

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TO : Director of Training

DATE: 7 September 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 26
31 August - 7 September 1965

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1. [] developed and completed two projects for Acting Chief, Intelligence School: (1) a paper on the flow of intelligence from the CIA to the Executive Branch, and (2) a paper on the qualifications required for those filling DDI positions.

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2. At the request of Chief, CT Program, [] compiled a list of reading assignments being made in the courses now being given in the CT Program by the Intelligence School.

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3. [] compiled a list of the Intelligence School's support given to other agencies. This list has been forwarded to C/PPS.

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4. On 7 September Chief IS returned from two weeks of annual leave.

5. All personnel in the Office of C/IS have read []

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DOCUMENT NO. _____

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S *6/20/12*

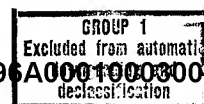
NEXT REVIEW DATE: _____

AUTH: HR 70-2

DATE: *27/1/82* REVIEWER: *000-6199*

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 7 September 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 26
30 August - 3 September 1965

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ILLEGIB

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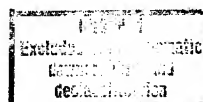
1. A meeting was held on Thursday with [redacted] NPIC, members of the IPF, and [redacted] attending. [redacted] requested Intelligence School courses for NPIC personnel, based on the results of a survey of training needs made in NPIC. This survey showed the following number of NPIC personnel interested in Intelligence School courses:

Basic Writing Workshop	48
Technical Writing Workshop	34
Intermediate Writing Workshop	16
Effective Speaking	64
Intelligence Orientation	76
Intelligence Research	
(Map and Photo Reading)	37

After taking into consideration [our] ITC schedule, other IPF courses which are scheduled, and scheduled Intelligence Orientation courses, the following tentative program of courses for NPIC was agreed to, subject to approval of D/TR:

Course Title	Chief Instructor	Course Dates	Frequency	Min.&Max.No of Students
Writ. Workshop Basic	[redacted]	3-21 Jan	8 half days	10-15
Writ. Workshop Intern.	[redacted]	7-25 March	8 half days	7-15
Effective Speaking	[redacted]	25 Oct-1 Dec 1965	M & W a.m.	5-10
Intell. Res. (Map & Photo Reading)	[redacted]	14 Feb.- 18 Mar	M,W,F a.m.	8-20
Introduction to Orientation Intelligence Faculty		6-17 Dec 65 21 Feb-4 Mar	M,W, F 1/2 d M,W, F 1/2 d	No Max

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It was agreed that we would send [] copies of the course schedule 45 days in advance so that sufficient publicity could be given in NPIC. Each course will be cancelled 15 days in advance of the beginning of the course if [] has not informed us that he has sufficient enrollment to give the course.

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[] also stated that there was undoubtedly demand for an NPIC running of Intelligence Research (Techniques) and of Geography of the USSR. This will be explored later.

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2. On 31 August [] of the Office of Security's Training Staff discussed with [] the feasibility of giving an abridged Writing Workshop as part of the OS 4-week program for training field investigators. In view of the limited time that would be available for such instruction, it was agreed that the best approach would be for [] to correct and to discuss with the students the sample investigative reports which they write during their training.

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3. On 2 September [] reported for work and plunged into it as only a skilled person from another OTR shop could possibly do. [] are also briefing her on the nuances of IPF work.

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4. [] is spending his week's vacation from 7 through 13 September in New York.

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5. The Intelligence Production Course came to a formal close on 3 September with all student papers completed. Most of the students are looking forward to job interviews next week and real intelligence work thereafter. Although conscientious and hard working, this group was probably a bit below the average of previous groups in this course.

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6. [] and the two CT's []

[] who are doing research for him, visited Army ACSI Thursday afternoon and ONI Friday morning. The purpose of these visits was to get an updated view of their missions since the formation of DIA and particularly since the recent transfer of the attache programs to DIA. We received the impression that the relatively small number of people left behind in ACSI and ONI are primarily paper pushers and that in some instances they are stretching the amount of work to fill the time available. Despite the consolidation of work in DIA there was still evidence of unnecessary duplication. For example, ONI has a targets section of three or four people who are inputting into ONI's computer the targets in North Vietnam and the damage assessment from PI reports. This same type of work certainly is being performed in many other places in the US government, including NPIC.

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3 { 7. Events of recent weeks make it clear that there is in CIA no central point for training on Automatic Data Processing (ADP). Yet the needs for such training are constantly increasing and surveys are being conducted independently in different offices on uses to which ADP can be put, the types of training needed to utilize ADP, and the types of training available. The Office of Computer Services is unprepared to provide more than a few hours of orientation on ADP despite its continuing plans to get something organized some day. Apparently the situation is little better in other parts of the Intelligence Community. As a result, the President's Foreign Intelligence Advisory Board on 15 June 65 sent a memo to the President in which it concluded that the Intelligence Community must do more on ADP training than it is now doing. This memo was sent to the DCI under McGeorge Bundy's covering memo. The Board made three recommendations of which Recommendation No. 1 states: "That selected personnel among the departments and agencies making up the US intelligence community be provided specialized training and advanced studies at a university center or centers where systems thinking and systems skills are understood and imparted, and which at the same time possess adequate background in conventional bibliography and other more classical approaches to literature and information management." The 26 August meeting of CODIB, in discussing this recommendation, approved the establishment of an Ad Hoc Working Group on Recommendation One. This Working Group is to develop a curriculum for training either within individual agencies or through a summer institute.

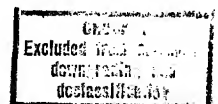
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8. All members of the Intelligence Production Faculty have read the

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 3 September 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 26
30 August - 3 September 1965

1. Number in Clerical Induction Training: During the week of 23 - 27 August 1965, there were 54 trainees in Clerical Induction Training; of these 26 entered classes for the first time.

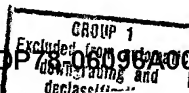
2. Number in Clerical Orientation Training: During the week of 23 - 27 August 1965, there were 26 trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 23 - 27 August 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	14	3
Shorthand	9	1

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 23 - 27 August 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	2	
Typewriting	21	1
Shorthand	4	0
Card Punch Operator		
Aptitude Test	44	

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Weekly Activities Report, No. 26
30 August - 3 September 1965

5. Personnel Notes:

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a. [] attended the Monday security briefings, as well as the Friday afternoon security movie during the week of 30 August - 3 September 1965. This completes [] Agency clearance.

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b. [] who served as a summer employee in Clerical Training, departed on 27 August 1965. We hope that Miss [] will return to this office next summer.

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 7 September 1965

FROM : Acting Chief, Orientation Faculty

SUBJECT: Weekly Activities Report No. 26
30 August - 3 September 19651. Introduction to Intelligence

Preparations continued -- including up-dating of student instruction manuals -- for I.O. #79 which begins 13 September. As of 1 September, 54 were enrolled for this course.

2. Special Orientation Coursesa. Preparations for Special [] Orientation

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We have been given the green light by the Operations School to proceed with our 7-day portion, beginning on 4 October, of the planned Special Orientation for [] personnel.

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b. Proposed Special Orientation Course for NPIC

On 2 September, at a conference of [] for NPIC, the IPF staff, and [] of IOF, we tentatively agreed to run two special orientation courses for NPIC personnel before the end of FY 66. At [] insistance, [] selected 6-17 December and 21 February-4 March as periods for the two courses. Each course would follow the pattern of our latest NPIC effort last spring -- three half-day sessions per week at the NPIC building.

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3. Lectures and Briefings

a. On 30 August 1965 at Headquarters, [] briefed some 50 Agency EOD's on the significance of intelligence, CIA's role in support of national security, and principle functions of the Agency.

b. On 31 August at Headquarters, [] briefed three officers and one non-commissioned officer from the 325 Military Intelligence Group, Ft. Bragg, on CIA's mission and functions. These officers write "country studies" and "area operations" studies for their command and CIA provides continuing support to their effort.

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c. On 31 August, [] presented the first of two lectures to 18 military officers in attendance at the U.S. Army Senior Foreign Officer Intelligence Course at Ft. Holabird, Md. His lecture, "Strategic Intelligence", was followed later in the day by one given by [] 25X1A
"Elements of National Power and the Concept of National Security". Both speakers entertained questions following their formal remarks. [] During various conversations with AIS staff members they were told that CIA's presentations were greatly appreciated and add a significant element to the education of these foreign officers. This class represented 13 countries, including India, Pakistan, Greece, Thailand, Japan, Norway, Brazil and Italy. We were told that some of these officers are themselves in high positions in the military staff schools of their homelands. 7

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d. On 2 September, [] discussed the nature and functioning of CIA and its role in national security at State Department for 88 FSR's and clerical employees destined for overseas assignments. The briefing emphasized

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tasks. Miss Hudson, Course Chairman, expressed special thanks to [] for the lecture and CIA's support of their training. While waiting for his transportation back, [] had a conversation with Mr. Edward Martin of AID--a speaker on this program--who spoke in high praise of CIA and its people, in particular mentioning the good work []

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f. On 1 September, [] gave a special Orientation for Overseas briefing to [] who is going to [] This was in lieu of the cancelled regular September orientation.

4. Personnel Notes

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[] is on annual leave until 8 September spending time in New England. [] is on leave until 7 September. [] returned on 30 August from a one-week family trip into New York, Pennsylvania and New Jersey.

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Memorandum

TO : Chief/Intelligence School

DATE: 7 September 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 26
30 August - 3 September 1965

ASSISTANCE TO STATE DEPARTMENT PROGRAM

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At the request of DTR, [] visited Mr. John Golden on 2 September to give him some information about the case method of instruction. Mr. Golden is in the Office of Management Planning, which comes under the Deputy Undersecretary for Administration, Mr. Crockett. An hour was spent in a general discussion of teaching techniques.

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B { On 3 September [] spent an hour with Ambassador Horace Smith and again discussed teaching techniques, particularly the case method of instruction. During the discussion with Ambassador Smith it became clear for the first time what was wanted. The Ambassador is working out a training course for ambassadors, chiefs of mission, and other senior officials in the field. He intends that this course shall be directed at problem-solving, decision-making, and policy formulation. He is taking material on Laos from the files and will use the situation there a few years ago as the basis for a number of short inter-related cases for his students to work on. He also has in mind using the situations in several other countries as the basis for a series of cases. It is expected that further discussions will take place from time to time.

The assignment of a senior person to this project and the intention to work up a three-month course for senior officials of the foreign service stands in startling contrast to our modest effort at preparing chiefs of station for their responsibilities. [It is interesting to note that this effort seems to fall within the purview of the Deputy Undersecretary for Administration with an assist from the Office of Management Planning.]

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SENIOR SEMINAR

A memorandum has been prepared for the signature of Colonel White inviting nominations for the next Senior Seminar.

GENERAL

All members of the Management Training Faculty have read
as requested.

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